Job Description

**Associate Commissioner for College, Career, and Technical Education - (1900079J)**

**Description**

The Office of College, Career and Technical Education (CCTE) within the Center for Educational Options (CEO) at the Department of Elementary and Secondary Education (DESE) is responsible for expanding, enhancing, and ensuring equitable access to high quality of college, career, and technical educational opportunities and pathways—especially for those learners who have been historically underserved—to ensure that all students are successful after high school. More information about the office’s core work can be found at [http://www.doe.mass.edu/cte/](http://www.doe.mass.edu/cte/) and [http://www.doe.mass.edu/ccr/](http://www.doe.mass.edu/ccr/).

**About the position:** The Associate Commissioner of College, Career and Technical Education manages the Office of College, Career, and Technical Education (CCTE) within the Center for Educational Options. The Associate Commissioner is DESE’s primary leader for all secondary education and college and career readiness initiatives, with a priority focus on program quality and equitable access for historically underserved learners, and primary liaison to post-secondary and employer partners. In particular, the Associate Commissioner is responsible for the implementation of the state’s career vocational technical education program (CVTE) and related state (M.G.L. Chapter 74) and federal (Carl D. Perkins Career and Technical Education Improvement Act) law, regulations, and guidelines. In addition, the Associate Commissioner is DESE’s key leader for supporting High Quality College and Career Pathways, Connecting Activities, college access, dropout prevention and re-engagement, college and career counseling, and all other initiatives related to college and career readiness and secondary/post-secondary educational options for students and families.

**Key job responsibilities include:**

- Lead, manage, direct, and support the implementation of the statewide career/vocational technical education system governed by M.G.L. Chapter 74, and the federal Perkins Act, including all programs and initiatives at the secondary and postsecondary level.
- Lead, manage, direct, and support the work of all staff in the CCTE Office to achieve the agency, center, and office mission, in compliance with state and federal legislation, regulations, and policies. Foster an environment of ongoing coaching, development and professional growth of all CCTE staff and promote a culture of continuous learning.
- Lead, manage, direct, and support all other college, career, secondary, and post-secondary initiatives led by DESE, including High Quality College and Career Pathways, Connecting Activities, work-based learning, college access, dropout prevention and re-engagement, college and career counseling.
- Serve as the primary liaison and interface with other DESE units, state government partners (e.g., Department of Higher Education, DHE, local Workforce Investment Boards), business, industry, labor, professional organizations (e.g. MA Association of Vocational Administrators, MA Association of School Superintendents, MA School Counselors Association), districts, schools and programs for all college, career, and technical educational efforts. Represent the Commissioner and agency at all related activities and events and on various interagency boards and committees.
- Promote creative uses of existing and new facilities to expand educational opportunities for students and to meet local labor market needs, career exploration activities, job shadowing experiences, structured internships connected to classroom teaching and learning and teacher externships.
- Coordinate and support the delivery of professional development opportunities for relevant stakeholder groups by sponsoring multiple statewide conferences annually and providing other regional/local technical assistance venues to support the above efforts.
- Ensure that the DESE is aligned with federal and state statutory requirements and leverage requirements to effect real change for students that goes beyond compliance.
- Manage and prepare budgets that organizes and coordinates all available resources to expand equitable access to and increase quality of college, career, and technical education opportunities.

**Preferred Qualifications:**

- Knowledge, expertise and leadership in career/vocational technical education.
- Knowledge and expertise with racial equity, combating implicit bias, cultural competency and navigating issues and leading conversations related to race and culture in educational systems and public forums.
- Knowledge and experience with other college, career, secondary, and post-secondary initiatives.
• Strong track record of effectively and respectfully managing and supporting multiple teams in a large public agency or similar setting.
• Knowledge and skills to develop policies, implement programs, manage finances, and evaluate outcomes in a public agency setting.
• Ability to practice self-reflection and self-correction to solve problems.
• Ability to communicate and work effectively.
• Ability to communicate, work effectively, and navigate highly visible and politically sensitive work with multiple, diverse stakeholders across multiple organizations, and within the context of a state agency.
• Ability to learn and build on the varying cultural and community norms of students, families, school districts and other community members through awareness of one’s own cultural identity and views about difference.
• Ability to manage multiple programs and tasks and to work independently in a complex work environment.
• Ability to manage human and financial resources to accomplish agency goals.
• Ability to interact with school and district leaders and other stakeholders professionally.
• Ability to supervise, train, and motivate people to effectively perform their work.
• Ability to develop and deliver high quality presentations.
• Excellent oral and written communication skills, with proficiency/fluency in a language in addition to English (especially Spanish) preferred.
• Facility with technology, including the ability to quickly orient knowledge and skills to utilize new applications and tools.
• Entrepreneurial attitude; interest and capacity to explore new ideas and opportunities.
• Willingness and ability to acquire skills and seek out personal growth opportunities to further the work of supporting Massachusetts’ initiatives.
• Master’s Degree in Educational Leadership/Administration, Public Administration, or related field.
• Minimum of six to ten years of experience in education policy development and program implementation, especially related to career/vocational technical education, secondary and post-secondary pathways, college access, secondary school redesign, drop-prevention and re-engagement, college and career readiness, and academic/career counseling.

**Questions regarding this posting or the application process should be referred to Maureen O’Brien at mtobrien@doe.mass.edu or 781-338-6107.

Qualifications

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) six (6) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least two (2) years must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor’s degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.